

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
10 February - 16 February 1983I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. Copier Activities: On 9 February, a request to convert 12 rented Xerox machines to a two year lease purchase was transmitted to Procurement Division. The two year lease purchase contract, which must be issued by 16 February, takes advantage of several promotional pricing actions by the Xerox Corporation to acquire title to additional copying equipment. Lease purchasing the selected units will provide significant savings in rental costs during the expected seven year life of the equipment.

B. Snow Storm Coverage: Adequate personnel coverage was available Friday, February 11 during the "Great Storm of 83." Some P&PD personnel stayed beyond the early release time to ensure that Friday's priority jobs were complete, and several production personnel from the Office of Production Manager, the Prepress, Press, and Bindery Branches stayed through the night for the critical PDB and NID support. Printing and Photography Division joins Logistics management in extending appreciation to all who made sacrifices in order to provide needed coverage for the current intelligence requirements.

C. Employee Handbook: 4,500 copies of the new Office of Personnel Employee Handbook for EOD's were delivered 15 February 1983.

II. Significant Events Anticipated During the Coming Week

A. SALT Report: Semiannual production of the SALT Report is scheduled for this weekend. Proof copies are requested Tuesday, February 22; and final copies are scheduled for delivery 1 March.

C/P&PD/OL

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